

Utah CTE Skills Standards

Graphics Arts/Printing Technology

567 Digital File Preparation - InDesign

Reference Number	Area/Task	Number of Questions	Resource Chapter#*, Page#**
10.0304-01	Introduction Identify line images. Identify continuous tone/halftone images. Identify basic process color principles. Identify kinds of four color printing. Demonstrate keyboard typing proficiency.	7 (1)	Chapter 2*
10.0304-02	Measurement Measure linear dimensions in inches and fractions of inches. Measure linear dimensions in millimeters. Measure copy, text, and leading in points. Identify digital image measurement concepts (resolution, file size, screens, tints) Measure copy for reduction and enlargement to determine percentages.	8 (1)	Chapter 3**
10.0304-03	Basic Math Solve addition of whole number, fraction, and decimal problems. Solve subtraction of whole number, fraction, and decimal problems. Solve multiplication of whole number, fraction, and decimal problems. Solve division of whole number, fraction, and decimal problems. Solve fractional to decimal conversion problems. Solve decimal to fractional conversion problems. Solve decimals to percent conversion problems. Solve basic linear measurement problems. Solve inches to points conversion problems. Solve points to inches conversion problems. Solve copy reduction problems. Solve copy enlargement problems. Calculate digital file size at various resolutions. Calculate digital file size in various image modes. Calculate the correct image resolutions for various output methods.	6 (1)	
10.0304-04	File Management Explain the difference between word processing, illustration, image editing, and page layout. Select appropriate software for word processing, illustration, image editing, and page layout. Identify various digital storage media. Identify appropriate file transfer methods. Define preflighting and its use. Preflight a document using application preflight software. Identify various font formats and their uses. Identify font management software and its use. Demonstrate the proper use of font management software. Identify different file formats and their uses. Save images and documents into the appropriate file format. Download electronic clipart from appropriate sources. Identify the differences between raster and vector. Create a PDF file of a created document. Organize, delete, and rename files according to project requirements.	11 (1)	Chapter 2*
10.0304-05	Design & Type Identify fundamental typeface terminology. Identify specific characters terminology. Identify various typeface characteristics and their uses. Identify the basic type styles and their uses. Define dingbats, bullets, rules, and symbols and their uses in publications. Distinguish between display (headline) type and body (text) type. Identify the basic type styles and their uses. Explain letterspacing, tracking, and kerning of type characteristics. Explain wordspacing and the relation of em and en in paragraph spacing. Define linespacing / leading of text. Define type alignment: flush left, flush right, centered, justified, and force justified. Define design and it's role in graphic communications. Identify the basic elements of design (lines, shapes, mass, texture, color) Identify the basic principles of design (unity, contrast, proportion, balance, rhythm) Prepare a series of hand-drawn sketches for layouts.	11 (1)	Chapter 2*

10.0304-06 Page Layout - Adobe InDesign **14 (1)** **Chapter 11-12****

Identify the page layout elements.
Identify appropriate uses of the page layout elements.
Select appropriate page layout software for a given job.
Identify InDesign's capabilities, advantages, and disadvantages.
Design and produce a single color document.
Design and produce a document using spot color.
Design and produce a document using process colors.
Create a design/publication using electronic clipart.
Create a printed piece using tints, reverses and manipulating type for effect.
Demonstrate the use of an electronic dictionary, and spell checker.
Demonstrate the use of automatic hyphenation.
Demonstrate a functional knowledge of InDesign's keyboard shortcuts/menus.
Demonstrate text alignment, element positioning and rules of page design.
Demonstrate the use of master pages.
Demonstrate the use of style sheets.
Demonstrate the ability to format text (font, size, style).
Demonstrate the ability to adjust character attributes (setwidth, kerning, baseline).
Set up column grids for digital page layout according to job specifications.
Proofread, edit and make corrections/adjustments to copy on screen.
Proofread manuscript copy and make necessary corrections.
Set up/select appropriate pagination for a given job.
Set text with appropriate margins, formatting, gutters, and proper leading.
Import copy from word processing program to InDesign.
Import a graphic image from an existing file into a InDesign publication.
Demonstrate the procedure for cropping and resizing digital images.
Create a 2-sided, 3-panel, brochure using graphics and text.
Create a 2-page newsletter using drop caps, text wrap, and graphics.
Create a 4-page newsletter using graphics, display text, and body text.
Demonstrate importing scanned images into InDesign.
Create an imposition for a multiple page document in InDesign.

10.0304-07 Image Capture **6 (1)** **Chapter 10****

Define the difference between analog and digital images.
Identify scanner hardware and software basic components, uses, and limitations.
Demonstrate appropriate scanner/program operations for line art.
Demonstrate appropriate scanner/program operations for continuous tone copy.
Demonstrate appropriate scanner/program operations for printed images.
Identify high/low resolution images.
Explain the various components and operations of a digital camera.
Demonstrate appropriate digital camera operations for image capture.
Import digital images from a digital camera into the computer.
Create a proof sheet of images captured by a digital camera.

10.0304-08 Digital Image Editing **5 (1)** **Chapter 3-6***

Demonstrate a functional knowledge of keyboard shortcuts/menus and procedures for their uses in an image editing program (e.t. Photoshop).
Edit a raster image image image editing program.
Identify filters and their using in a image editing program.
Create a design using filters in a image editing program.
Identify layers and their using in a image editing program.
Demonstrate the use of selection tools in a image editing program.
Create a design using layers in a image editing program.
Change the color mode of an image in a Image editing program.
Change image resolution in a image editing program.
Change image size in a image editing program.

10.0304-09 Digital Illustration **6 (1)** **Chapter 7-10***

Demonstrate a functional knowledge of keyboard shortcuts/menus and procedures for their use in a image editing program (e.t. Illustrator).
Draw a design appropriate for a given job using a image editing program.
Create a design using tints and fills for a given job using a image editing program.
Create a design using manipulated type using a image editing program.
Trace a drawing/photograph using a image editing program.

10.0304-10 Digital File Output **6 (1)** **Chapter 9****

Define CTP.
Demonstrate the proper procedures on printing a proof to a laser and/or inkjet printer using page layout software.
Output separations from a page layout document document.
Define postscript.
Explain the purpose of a folding dummy.
Define various impositions systems such as work & turn, work and tumble, and sheetwise.
Identify analog and digital equipment for producing offset plates.
Produce an analog or digital plate for an offset printing.
Explain the basic principle of dot gain and its impact on printed materials.
Explain the purpose of a pin registration system.

***The Graphic Designer's Digital Toolkit**

****Graphic Communications (The Printed Image) by Z.A. Prust, () Number of Questions Not Scored**